

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

41

June 22, 2004

**FROM: CATHY CIMBALO, Director  
Department of Children's Services**

**SUBJECT: AMENDMENTS TO CONTRACTS FOR INDEPENDENT LIVING SKILLS  
TRAINING**

**RECOMMENDATION:** Approve Amendment No. 1 with the following agencies to provide Independent Living Skills Training, extending the contract period through June 30, 2005, and increasing the total dollar amount by \$110,000 from \$110,000 to \$220,000.

Agency	Current Contract Amount	Proposed Amount FY 04/05	Total Contract Amount	Contract Number
Clyde Stewart	\$80,000	\$80,000	\$160,000	03-1018 A-1
High Desert Child, Adolescent and Family Services Center, Inc.	\$30,000	\$30,000	\$ 60,000	03-1019 A-1
Totals	\$110,000	\$110,000	\$220,000	

**BACKGROUND INFORMATION:** In 1985 the Consolidated Omnibus Budget Reconciliation Act (Public Law 99-272) was enacted. It authorized federal funds to states for service programs and activities designed to assist eligible foster youth (ages 16 through 21) make the transition to independent living. The State Department of Social Services received a portion of the federal grant and made these funds available to the counties for participation in the program. San Bernardino County has provided Independent Living Skills Programs since that time through contracted agencies.

In June 2003, the County Board of Supervisors approved and authorized the release of a Request for Proposals (RFP) to competitively procure Independent Living Skills Program training for eligible foster youth and newly emancipated young adults. The evaluation team found that the proposals submitted by Clyde Stewart and High Desert Child, Adolescent and Family Services Center best met the service requirements as defined in the RFP.

Page 1 of 2

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Record of Action of the Board of Supervisors

41

## AMENDMENTS TO CONTRACTS FOR INDEPENDENT LIVING SKILLS TRAINING

June 22, 2004

Page 2 of 2

41

On September 30, 2004, the Board of Supervisors approved Contracts with Clyde Stewart and High Desert Child, Adolescent and Family Services Center in the amount of \$110,000. This enabled approximately 150 eligible foster youth, throughout the County, to receive instruction in basic life skills. These programs are designed to enable eligible foster youth to achieve self-sufficiency by helping them develop a sense of the requirements and responsibility of living independently. All program participants receive training in the areas of basic living, vocational training, and job search skills. They learn such skills as, how to balance a checkbook and other budgeting essentials, how to look for and obtain housing, and how to apply for a job. In addition, a written Transitional Independent Living Plan is developed based on an assessment of each youth's individual needs.

The original approval of these Contracts allowed for two additional one year extensions by mutual agreement of all parties. Approval of these amendments will allow the Department of Children's Services to exercise the option to extend the Contracts and continue to provide quality Independent Living Skills Training to approximately 150 San Bernardino County's eligible foster youth.

Contractor(s) performance for these contracts will be monitored by reviewing the required monthly reports submitted by the contractor and semi-annual site visits performed by Human Services System staff to review contract compliance, fiscal, and program elements.

**REVIEW BY OTHERS:** These contracts have been reviewed and approved by HSS Contracts (Lori Ciabattini, Administrative Supervisor, (909) 388-0253) on May 26, 2004 and County Counsel (Sandra Baxter, Deputy County Counsel, (909) 387-5485) on May 27, 2004. This item has also been reviewed by HSS Finance (Kris Letterman, Administrative Manager, (909) 388-0330) on June 7, 2004 and by the County Administrative Office (Gary Morris, Administrative Analyst, (909) 388-0356) on June 10, 2004.

**FINANCIAL IMPACT:** Adequate appropriations and revenues of \$110,000 for these contracts have been included in the Department's proposed FY 04-05 budget. This program is 100% state and federally funded. There are no additional local costs.

**Cost Reduction Review:** The County Administrative Office has reviewed this agenda item and recommends this action based on 100% funding through State and Federal revenues and the services being necessary for the health, welfare and safety of eligible foster youth.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Cathy Cimballo, Director, Department of Children's Services, (909) 388-0242

41